

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

DATE: 28 October 1948

FROM : Chief, Services Branch

SUBJECT: Proposed Administration and Management Operating Procedure Number 3
(Services Branch)

1. Attached is proposed Administration and Management Operating Procedure Number 3 (Services Branch) containing procedures and instructions for the procurement of minor items of supply and equipment required by EIR [REDACTED]

25X1A

2. As indicated on the last page of the proposed memorandum, the procedure has the concurrence of the activities concerned.

[REDACTED] 25X1A9a

Att: 1

Proposed Admin Operating
Procedure Number 3 (Services Branch)~~CONFIDENTIAL~~